



ACCOUNTING SERVICES SUPERVISOR

DEFINITION

Under general supervision of the Deputy Finance Director, plans, directs, reviews, coordinates and performs the work of the Accounting Operations function staffed by technical personnel. Prepares accounting reports, as required, to provide financial information required by City management and federal, state and county governments and performs other tasks as necessary to effectively administer the cash receipts, cash disbursements, payroll and purchasing cycles.

An incumbent in this classification performs responsible professional municipal accounting work of a highly technical and complex nature. Work assigned to this position involves the application of specialized knowledges and abilities in supervising the general business cycles which comprise Accounting Operations.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Accounting Technician I-III class, which performs at a high technical level, but does not possess the formal supervisory responsibilities required. Work is assigned by the Deputy Finance Director, which is distinguished from the Accounting Manager class, by the responsibility of assisting in the direction, planning and evaluation of all activities within the Finance Department.

SUPERVISION RECEIVED AND EXERCISED

Works under general supervision of the Deputy Finance Director. Incumbent is responsible for exercising the day-to-day formal supervision over technical personnel and, on occasion, additional supervisory responsibilities, as may be assigned by the Finance Director, in the absence of the Deputy Finance Director.

ESSENTIAL FUNCTION STATEMENTS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.

Plans, directs and supervises the work of the Accounting Operations; supervises and participates in cash receipts (accounts receivable and business licensing), cash disbursements (accounts payable), purchasing (purchase orders and contracts) and payroll (wages and benefits) processing.

Trains and evaluates technical personnel in Accounting Operations.

Develops, maintains and evaluates accounting systems and internal control procedures and recommends improvements.

Supervises, prepares and submits financial information required by federal, state, and county government agencies.

Coordinates and assembles information for the annual audit and provides assistance to external auditors in the review of financial operations.

Supervises and participates in the maintenance of fixed asset records.

Conducts periodic audits of warrant registers and payrolls.

Directs the development and implementation of a variety of special studies.

Provides technical assistance to City departments on accounting operation matters.

Assumes additional supervisory responsibilities as assigned in the absence of the Deputy Finance Director.

Performs additional duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of cash receipts, cash disbursements, payroll and purchasing procedures.

Federal, state and local laws and regulations pertaining to municipal accounting operations.

Principles of supervision, work organization, and personnel management.

Complex financial analysis and research procedures.

Personal computer programs related to financial applications.

The utilization of financial computer application systems and programs.

Ability to:

Plan, organize and implement a comprehensive municipal accounting operation functions.

Supervise, train and evaluate assigned personnel.

Prepare complete and accurate financial reports, analyses and statements of a complex nature.

Communicate clearly and concisely both orally and in writing.

Establish and maintain effective working relationships with the public, fellow staff and government representatives.

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Four years of progressively responsible experience in professional accounting and financial analysis, including two years in a municipal government. One or more years in a supervisory capacity highly desirable.

The equivalent of a Bachelor's Degree from an accredited college or university. Major coursework in accounting, business or closely related field is highly desirable.

WORKING CONDITIONS

Essential duties require the following physical tasks and environmental conditions:

Ability to sit, reach, twist, lean, operate a computer keyboard, and lift files and reports from desk tops or file drawers. Exposure to vibration, pitch and glare from a computer.

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